

Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140128-1
REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS/OTR/ 11 25X1

1. TITLE OF REPORT (if a fill-in report include Form No.)

Construction Status Report

2. TYPE OF REPORT
☒ STATISTICAL
☒ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL
☒ LOGISTICS
TRAINING
SECURITY
ADMIN. GENERAL
OTHER (specify)
MEDICAL
FINANCE

4. NO. OF COPIES PREPARED

8

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not number of copies)

6

7. FORMAT (memorandum, form computer print-out, etc)
Table and Remarks

8. ADP PROCESSING

☐ YES
☒ NO

IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Speed Letter 6 Dec 67 to

from C/RECD/OL 25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)

Public Works Branch

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
12	\$8.00	1/4		\$2.00	12		\$24.00
5	3.60	1-1/2		5.40	12		64.80
9	5.70	1		5.70	12		68.40
							<u>\$157.20</u>

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

\$157.20

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Report provides to higher authority the monthly status of construction project, in particular cost, percentage complete, phasing such as planning, design or construction, authority, completion date, and a remarks section.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS STAT

☒ RETAIN AS IS
☐ CHANGE
☐ DISCONTINUE
☐ OTHER (explain)

MAN-HOURS
25X1 0
DOLLARS
0 25X1

16. DATE OF INVENTORY

28 Sept. 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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